

# BOARD OF COUNTY COMMISSIONERS

## INTER-OFFICE MEMORANDUM

To: Chairman Tony Grippa  
From: Herbert W.A. Thiele, Esq.  
County Attorney  
Date: September 11, 2003  
Subject: Creation of Board of County Commissioners' Agenda

In our capacity as the Board's Parliamentarian, the County Attorney's Office wishes to bring to your attention an ongoing problem with the formation of the agendas for the Board's regular meetings.

Specifically, the Board's practice, as well as our rules, require that individual Commissioners who wish to have items placed before the Board for its consideration must, in advance, seek the Board's specific vote or approval in placing the matter on the agenda.

In the past few months, there has been a tendency by individual Commissioners to place substantive, written items on the agenda for actual Board consideration, even though those matters had not been first presented to the entire Board for approval to place the matter on the agenda. It is our recommendation that this practice be addressed and that the prior policy of requiring a Board authorization to place matters on the agenda (unless it is a matter specifically required as part of the duties and responsibilities of the Chairman, Administrator, or County Attorney) be reemphasized and reestablished.

If you have any questions, please call me at 487-1008.

HWAT:sl